

Approved July 2, 2013

WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, May 28, 2013
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Tuesday, May 28, 2013 at 5:30 pm in the Selectmen's Meeting Room.

With a quorum present, Mr. Whittaker called the Board of Selectmen meeting to order at 5:43 pm.

Selectmen Present: Ken Whittaker, Chair; Patrick Wilson, Vice Chair; Jack Wilhelm, Secretary

Also Present: Mark Andrews, Town Administrator; Catherine Tinsley, Minutes Secretary

Abbreviations used:

BOS Board of Selectmen

Public Information

Agenda

Welcome and Overview of Agenda

Temporary Town Accountant Service and Quotations

The BOS met to discuss the responses for the Requests for Proposals to provide the Town with temporary Town Accountant services through the end of the fiscal year, June 30, 2013. The estimated cost is \$5,000.

Mr. Andrews reported that five responses were received. The BOS were provided with copies of the proposals.

Sullivan Rogers - \$150 per hour

Eric Kinsherf Associates - \$150 per hour

Municipal Alternatives - \$115 per hour on site/ \$95 per hour off site

Financial Advisory - \$100 - \$140 per hour

Baystate Municipal Accounting Group - \$75 per hour on site/ \$55 per hour off site

Discussion followed that BMAG has provided financial services to the Town in the past, most recently during this fiscal year 2013, has a good understanding of the Town's finances, is familiar with the Town's process and books, and is 36% below the highest rate. Also noted as beneficial for the Town, is that BMAG is already on site two days a week. The BOS concurred that BMAG has the ability to meet the needs of the accounting work as outline in the contract.

Mr. Andres noted that it this is a tough time of year to "jump into the books".

Powers & Sullivan provided five pages of requirements needed for accounting services.

Phase 1 of the pre-audit begins July 8, 2013.

Mr. Wilhelm commented that the Town would most likely need additional accounting services beyond July 1, 2013 to open the new fiscal year and suggested the contract include the option to extent through July 15, 213 and/or July 30, 2013, and overlap during training of a new Town Accountant.

Mr. Andrews reported that the newly hired part-time payroll assistant has offered to take on additional responsibilities during this transition.

He also noted that the Town has received ten resumes in response to the Accountant job posting. This is on the next BOS meeting agenda.

VOTE: Mr. Wilson moved, and it was seconded, to accept the quotation from BMAG for temporary Town Accountant services through June 30, 2013 with the option to review the contract through July 31, 2013 at the hours anticipated, at the rates described in the proposal. The motion carried unanimously.

VOTE: Mr. Wilson moved to adjourn at 6:08 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley

WBOS 5.28.13